

Circuit Court Clerk's Office Coronavirus Policy

In light of the Coronavirus (COVID-19) the Portsmouth Circuit Court Clerk's Office will limit all **NON-ESSENTIAL, NON-EMERGENCY** public access to our office effective **Monday, August 17, 2020**. Our office hours are **8:30 am – 3:00 pm (Monday-Friday)** until further notice.

PLEASE CALL 757-393-8671 FOR ADDITIONAL INFORMATION.

- For all non-emergency, non-essential requests, such as copies of Deeds, Marriage Licenses, Wills, Criminal and Civil documents, please call **757-393-8671** to get information on how to obtain copies.
 - You may also request & pay for copies at <https://www.clerkepass.com/>. Copies will be returned to you electronically via email.
- To record Deeds electronically, please contact:
 - CSC eRecording at 1-855-200-1150, or
 - Simplifile at 1-800-460-5657
- Attorneys **are required** to use e-Filing. E-Filing is a **free** service and the application can be found at <http://www.courts.state.va.us/online/vjefs/pilotregistrationapplication.pdf>. Your completed application can be faxed to **757-393-2024**.
- A drop box is available outside of the Clerk's Office to accept ALL Circuit Court filings and deed recordings.
- Payments for criminal cases can be made online at <https://eapps.courts.state.va.us/fmsOnline/> or mailed to:

Portsmouth Circuit Court
1345 Court Street, Suite 101
Portsmouth, VA 23704

- Please call **757-393-8671 ext. 5127** to setup an appointment for Probate.